



**Staff Report to
The Mayor and City Council
For the Month of June 2006
Prepared May 26, 2006**

Top Priority Action Items

Item No.	Date of Change in Status	Item	Comments	Department
1	May 18, 2006	Dohman Dam.	Project complete, we are working on the project closeout and funding requests.	Water
2	May 18, 2006	Discovery Trail and Beards Hollow Overlook Workshop	Completed	Administrator
3	February 2006	Beard's Hollow ADA issues	The State identified a number of items that we must resolve at the parking area and existing bridge to completely conform to ADA requirements. Most will be addressed when the paving is completed.	Administrator
4	May 18, 2006	Scenic By-Ways Grant--Overlook	Council approved transfer of Lead Agency status to Ilwaco. Administrator will prepare the required documents for both Ilwaco and Long Beach to execute.	Administrator
5	April 5, 2006	Discovery Trail—South Main Crossing	We are working with the County and ELS to respond to questions from State Parks regarding the proposed crossing.	Administrator
6	May 26, 2006	Discovery Trail Paving Bid Packet	Met with WSDOT on requirements for bid packet. Have engineers estimate for work. Will begin work on packet June 5 th .	Administrator
7	May 26, 2006	Transportation Enhancement Grant- Discovery Trail	The City was awarded \$180,000 to construct the trail from 17 th Street SW to Beard's Hollow. Ecological Land Services revised the Biological Assessment and Environmental Classification Summary for WSDOT's approval.	Community Development
8	May 21, 2006	Discovery Trail Phase 1	Our Court hearing was held March 20, 21 & 22, 2006. Settlements with Dr. Wong, Olson & Neuroth have been reached.	Finance
9	April 26, 2006	Discovery Trial Phase 2	The remaining two properties are Horn-Alford and McArthur. Money has been deposited with the court for Horn-Alford and McArthur. We are awaiting the agreement of Attorneys fees for McArthur.	Finance
10	April 26, 2006	Grant Reimbursement	Reimbursement for the work Lakeside Paving did for the city in October on Phase 2 of the	Finance

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		Request—North Trail Paving	Trail Project has been ½ billed to WS Historical Society. Other half to USDA. Historical Society has made payment.	
11	May 26, 2006	Comprehensive Plan Update	Crea Affiliates was unanimously chosen by the selection committee as the consultant to assist us in our GMA and Comp. Plan updates. Crea Affiliates distributed surveys to key stakeholders and developed a draft scope of work. The Planning Commission and City Council held a joint workshop to discuss the scope of work and agreed on Option 1 (Comp. Plan, Zoning, Development Regulations, CAO, and SMP revisions). Crea is developing a contract for review and approval by the City	Community Development
12	January 2006	Parks and Recreation Plan	The City needs to adopt a Parks and Recreation Plan in order to qualify for state grants for parks improvements.	Parks
13	March 9, 2006	Storm water Master Plan	No action taken yet	Streets

Future Council Action Items

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
1		January 2006	WCIA Review	The annual review by the Washington Cities Insurance Authority included a number of actions the City should take to better protect the City's interests. These include changes in certain policies and procedures.	Administrator
2		February 2006	Water and Sewer Hook up policies	Our existing policies do not provide for adequate protections for non-payment of connection fees. We need to allow for discontinuation of service if these fees are not paid in a similar fashion to non-payment of monthly charges. Additionally, we currently don't have language that provides an expiration date for connection fees, resulting in the potential for individuals paying connection fees now and not connecting for years—and not having to pay the higher cost that would be in place in later years. It is common practice to have the fees expire if service is not established. Most recently we had someone come in with a photo copy of a receipt from 1989 showing a \$400 payment for a new water hook up and asking us to connect the service. We are currently waiting for them to provide proof that the person who paid the \$400 owned the property at the time and for more information on their purchase of the property—they contend the sale included the hook up as part of the transaction.	Administrator
3	June 7, 2006	May 18, 2006	Itinerant Vendor Fees and Policies	Agenda item on May 17. City Council provided guidance to Staff on requested revisions. Staff will provide new Ordinance to the Council for adoption on June 7.	Administrator
4	July 2006	May 18, 2006	Planning Fees	Staff is preparing a revised fee structure for Planning and Community	Community Development

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				Development Fees to discuss with the City Council at a workshop. Staff will also explore the possibility of reducing the appeal fee for appeals of minor items—we will discuss the fee the Hearings Examiner would charge for appeal of various administrative decisions.	
5	Workshop June/July 2006	May 26, 2006	Codification	Sterling Codifies has completed the first draft of the new City Code and has mailed it to us. We will review the draft and have them complete their work as soon as possible.	Administrator
6	ICW Comp Plan	January 2006	Vacation Rentals	Council included this topic for the Comprehensive plan update	Administrator
7		May 26, 2006	19 th Street	Working with the developer and staff regarding drainage and road construction situation in hopes of resolving the situation. This item may require Council involvement at some point.	Administrator
8		May 26, 2006	Lodging Tax Use	The County is researching the impacts of an Attorney General opinion regarding funding of operations like the Visitors Bureau. The opinion calls into question the ability of cities and counties to fund operations if they do not own the facility. At present the City of Long Beach is not changing our practice of funding the VB. A related issue is whether or not Pacific County still enjoys a special provision that allows greater flexibility in use of lodging tax. So far we have not been able to find such a provision in the current RCW.	Administrator
9		May 26, 2006	Alley Easement	The City was contacted by residents on both sides of the alley adjacent to City Hall. At issue is ownership and access. In consultation with the Mayor and City Attorney, the staff has prepared a letter for the Mayor to sign that will ask the	Administrator

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				condominium association to relocate the flower boxes to immediately next to their building and we intend to prohibit parking in the alley on both sides other than for loading and unloading activities. It is the City of Long Beach position that the City and the public have a prescriptive easement that allows us to take these actions. We will provide the City Council with a copy of the letter when it is signed. This may become a City Council issue.	
10	June/July City Council Meetings	May 2006	Sign Ordinance	Planning Commission conducted a public meeting at their April 11 th meeting to discuss a draft recommendation and held a special workshop on April 25 th to discuss the public input. They are required to hold a public hearing on the proposed changes and the public hearing is scheduled for the June 13 th Planning Commission Meeting. Other changes to the Zoning Ordinance will be presented for recommendation to the City Council and Planning Commission at the May 31 st Joint Workshop at 6:00 p.m..	Community Development Director
11	Removing	May 26, 2006	Ambulance District Funding	Councilman Moore requested I research the agreements and obligations the City has in regard to funding for ambulance services. Unable to find an agreement between the City of Long Beach and the District. This item is being replaced by the next item	Administrator
12	2007	May 26, 2006	New EMS District Formation	Mayor Ramsey is representing the City of Long Beach in meetings to explore the formation of a new EMS district. Staff will prepare any required documents.	Administrator
13	October 2006	February 2006	Water System Master Plan Review and Adoption	G&O prepared a draft master plan for review and adoption.	Administrator
14	June 2007	April 5,	102 nd Street	Bad News – Found Out at AWC that we	Community

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		2006	Water LID	can't extend services beyond our Urban Growth Area. Staff met with Pacific County on March 27 th to begin preliminary discussions on our UGA. Further action can be expected after a consultant is hired for the Comprehensive Plan Update to discuss expansion of our Urban Growth Area. This will require an amendment to the County's Environmental Impact Statement and through SEPA work and analysis.	Development
15		No Change	B & O Tax – Model Cities Ordinance	Adoption of a statewide standard B & O Tax, per Association of Washington Cities. Ordinance Will be prepared. Required by EHB2030	Finance
16	October 2006	September 2005	Construction Meter Rate	We currently charge only the cost of water for construction meter use. Staff plans to recommend a base rate charge in conjunction with the usage charge to make fees consistent amongst all water users.	Water
17	June 2006	May 18, 2006	Cross Connection Program	Cross connection workshop is set for June 7, 2006, 6:00 pm at city hall. Mary Howel from B.M.I. will be here. She will be here to answer any questions the council and mayor may have about the program.	Water
18	October 2006	January 2006	Water Comp Plan	Staff met with G&O to go over the contents of the new water comp plan.	Water

Grant Status Report

Project or Use	Funding Source	Amount Requested Awarded/Remaining	Department Responsible for Grant	Status
Discovery Trail	Washington State Historical Society	\$196,000 awarded, 28,000 received, \$168,000 remaining	City Administrator	Funds available
Discovery Trail Overlook	SAFETEA-LU	\$124,900 awarded \$124,900 remaining Phased allocation with \$50,144 available through FY 2006	Transferring to Ilwaco	Waiting for Ilwaco's letter accepting transfer of lead agency
Discovery Trail Overlook	National Scenic Byways	\$134,534 awarded \$17,400 used for Geo Tech \$117,134 remaining	Transferring to Ilwaco	Waiting for Ilwaco's letter accepting transfer of lead agency
Discovery Trail Overlook	Federal Appropriations Request	\$350,000 requested	Transferring to Ilwaco	Pending
Discovery Trail Port of Ilwaco	Federal Appropriations Request	143,300 requested	Would like to transfer to Port of Ilwaco	Pending—will make decision on transfer if successful
Fire Equipment Purchase	Templin Foundation	\$29,067 awarded, \$29,067 received, \$29,067 spent.	Finance Director	Bids have been awarded, waiting to make payment.
WWTP Phase 2 & 3	Washington State CTED, CDBG Grant	\$1,000,000 awarded \$800,000 received, \$200,000 remaining	Finance Director	Closeout documents 90% Complete
WWTP Phase 2 & 3	WS DOE, Loan	\$3,200,000 awarded \$1,870,000 received \$1,330,000 left	Finance Director	Need to close out
Water Study	WS DOH	\$35,000 awarded \$35,000 remaining	Finance Director	Collecting bills, need to submit.
USDA Forest Service	USDA	\$50,000 awarded \$5,500 received \$44,500 remaining	Finance Director	Final Bill submitted.
Discovery Trail- 17 th Street SW to Beard's Hollow	Washington Dept. of Transportation- Transportation Enhancement Act	\$307,072 requested \$180,000 awarded \$180,000 remaining No match required	Community Development	Bids can be advertised pending approval from WSDOT on environmental assessment revised by ELS.
2006 Lewis and	National Park	\$250,000 requested	Community	Received initial

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Clark National Historic Trail Challenge Cost Share Program	Service	with \$250,000 match \$12,000 awarded Unsure if match is required	Development	notice of funding. Waiting for formal award packet and determination of match funds.
City Council Approved Revisions to the Budget for Future Budget Amendment:				
Meeting Date:	Agenda Bill:	Project:	Fund:	Amount:
March 15, 2006	AB 06-28	Playground Equipment Donation—Site Prep	Parks	\$6,000

Staff Action Items/Council Information

Item	Date of Change in Status	Item	Comments	Department
1	January 2006	National Guard Recognition	Contacted CPT Loos and asked for her input on this. Awaiting response. We would like to conduct a ceremony recognizing the National Guard for their contributions to the Discovery Trail. We are working on a schedule.	Administrator
2	May 18, 2006	Arch	Completed except for painting to be done by the City of Long Beach	Administrator
3	December 2005	Benefit Committee	The Council approved the budget with the elimination of the life insurance benefit for non-union employees, the discontinuation of deductible cost sharing, and a continued participation in dependent premium cost sharing.	Administrator
4	March 30, 2006	Atlas SSDP Appeal	Hearing now set for July 20, 21, 2006.	Administrator
5	April 28, 2006	Boys and Girls Club	The group has received approval to continue with the process and is moving forward.	Administrator
6	January 2006	Personnel Policy Manual	We have adopted some revisions to the manual, but have not incorporated them into a new draft. We need to do so to avoid audit findings and to provide a clear policy manual for our staff.	Administrator
7	May 26, 2006	JPCA Homeless Plan	The Joint Pacific County Housing Authority is working on a Homeless Plan with a consultant. The JPCA will present a draft to the County Commissioners on June 13, 2006.	Administrator
8	February 2006	JPCA Eagles Acquisition	The JPCA is working on acquiring an existing affordable housing property.	Administrator
9	April 28, 2006	NW Tourism Presentation	Prepared consolidated list of comments from attendees, will create powerpoint slideshow and set up open house and presentation to VB board	Administrator.
10	May 26, 2006	Kite Museum Sign—WSDOT	Waiting for response from WSDOT on sign—it is most likely they will not put up a sign but will allow the City of Long Beach to do one instead.	Administrator

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11	May 26, 2006	AWC Conference	Robert will attend the AWC Conference in June	Administrator
12	May 26, 2006	Fireworks Permits	Once the City Council takes action on the itinerant vendor fees I will be issuing fireworks stand permits	Administrator
13	May 25, 2006	RV Show	Coordinating with Pacific Events Group for annual RV's by the Sea RV Show to be held the end of April 2007 at the Bolstad Beach Approach	Activity Coordinator
14	May 25, 2006	SummerFest 2006	Have created a Schedule of Events and confirming dates with entertainers. Working with sponsors for all safety weekend activities; such as Beach, Fire, Bicycle Rodeo, and Child Safety weekends throughout the summer.	Activity Coordinator
15	May 25, 2006	SummerFest 2006	Preparing for opening Memorial Day Weekend	Activity Coordinator
16	May 2006	Cruise Ship Tours	Coordinating with Bruce Connors from Sundial Travel on excursion tours for Long Beach.	Activity Coordinator
17	May 2006	Festival & Event Management Certificate	Researching, gathering information, and interviewing media professionals for course project titled, "Strategies for obtaining free media for your event"	Activity Coordinator
18	May 26, 2006	Bolstad Street Improvement	Staff scheduled a meeting for May 4th to move forward with the improvements to Bolstad Street. Staff sent off a copy of the survey to WSDOT to receive comments on proposed changes and possible recommendations for solutions.	Community Development
19	May 26, 2006	Zoning Code Text Amendments	Staff issued the SEPA Determination and public comment period notice to amend the zoning code to allow the installation of playground equipment at the ball park on Washington Avenue and Governmental and Municipal Uses in the R1R zone as a Conditional Use. Public Hearing Scheduled before Planning Commission on June 13, 2006	Community Development
20	April 26,	FY 2005	December finalized, Year end	Finance

Item	Date of Change in Status	Item	Comments	Department
	2006	Monthly Financials	financials sent to State Auditor.	
21	April 5, 2006	Loan Applications	Gray and Osborne on the cities behalf prepared loan requests to Public Works Trust fund and the State Revolving Fund for improvements according to the new Water Comp Plan. We received approval from the SRF. Need to Work with engineers to set up a bid packet.	Finance
22	April 26, 2006	Grant Reimbursement Request—Condor	Working with Garry Schalliol and Jim Sayce of the Washington State Historical Society to bill for the Condor Project. Payment received.	Finance
23	May 21, 2006	FY 2005 Budget Closeout	Year end books finished, working with John Powell on the Annual Statement.	Finance
24	February 2006	GIS System Update	Purchased and setting up the GPS Handheld system. Software is installed, units are entered into the system and data is being translated.	Finance
25	May 21, 2006	Police Vehicle Claim	Title sent to Evergreen Adjustment. Check received.	Finance
26	April 5, 2006	File System Upgrades	Working with Ragan to Sort and File city agreements and contracts in a more orderly manner searchable by database. Completed	Finance
27	February 2006	Richard Roy Scott Claim	Working with WCIA regarding Lawsuit filed by Richard Roy Scott	Finance
28	May 21, 2006	Computer System Update	Linda & David up and running.	Finance
29	May 21, 2006	Templin Foundation Request	Requested \$30,000 from the Templin Foundation for SCBA fill station apparatus. Grant awarded, SCBA system ordered & Installed.	Fire
30	April 26, 2006	Testing of SCBA Equipment	Contacted Sea Western about annual required testing of SCBA equipment. Completed	Fire
31	May 21, 2006	Truck Information Books	Created books with useful information on important fire related information in an easy to understand format. Books currently have information on Hydrant Location, Burn Permits, Hazardous Materials,	Fire

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			Tsunami Evacuation locations, Pacific County All Hazards Evacuation Plan. Updated by adding maps of Ilwaco Port.	
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34				
35	April 27, 2006	New Paving at Park	Mike K. met with the Mayor and members of the City Council to discuss specific plans for paving the parking area adjacent to the park and ball fields. Mike is working with the PUD on moving utilities as part of the project. Had a meeting with the Mayor, Councilman Zuern, Administrator Robert Strobe and Mike Kitzman about moving the power pole and transformer. Robert is going to check with the city's attorney regarding the legalities. The utilities have been moved and the city has started removing the old asphalt.	Parks
36	April 25, 2006	Fish Alley	Fish Alley has been prepped for the color epoxy to be applied. Work on fish alley has begun.	Parks
37	March 30, 2006	Police Station restroom	Installed new partitions in the womens restroom.	Parks
38	March 2006	Maint.	Repaired fountain pump on Bolstad.	Parks
39	April 17, 2006	Beach shelters	Set out beach shelters for season.	Parks
40	April 12, 2006	Pet clean up and garbage dispenser stations	The city helped with the installation of four stations located along the trail	Parks
41	April 15, 2006	Boardwalk	Fixed lights and turned water on for summer	Parks
42	April 20, 2006	Parks	Fertilized parks and ballfields.	Parks
43	May 2006	Memorial Bench	Installed the Memorial Bench on the South end of Discovery Trail in Long	Parks

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			Beach	
44	May 2006	Signs	Regulatory signs have been put up on all the entrances to the Discovery Trail	Parks
45	May 2006	Arch & Bouy	Pressure washed in preparation for painting	Parks
46	May 2006	Summerfest Stage	Removed due to expiration of lease	Parks
47	May 2006	Fence	Installed around the skateboard park	Parks
48	May 2006	Discovery Trail	Repaired the bridge in Ilwaco on Discovery Trail	Parks
49	May 4 th , 2006	Training	Chief Wright attended training put on by the Washington Meth Watch. The training was in Long Beach. The training dealt with informing the public about the meth problem and to give them ideas on how they can be part of the solution to this problem. Presentations will be given to various groups in the future.	Police
50	May 5 th , 2006	Meeting	Chief Wright attended the Long Beach Merchants meeting. Discussion of upcoming events was held.	Police
51	May 6 th – 7 th , 2006	Community Policing	Loyalty Days weekend went smoothly. The Children's Parade on the 6 th was great and the Loyalty Day Parade on the 7 th went off again without any problems.	Police
56	May 12 th , 2006	Community Policing	Loretta taught another traffic safety class to senior citizens in Klipsan Beach. This was a "55 Alive" class sponsored by the Washington State Traffic Safety Commission.	Police
57	May 17 th , 2006	Training	Loretta attended training in Tacoma. The FBI presented the training and it dealt with conducting criminal background checks. This is ongoing training that she is required to have.	Police
58	May 17 th , 2006	New Hire	Randy Busby was sworn in as the newest member of the police department. His first day of work was the 24 th . As of the 17 th the department was fully staffed!	Police
59	May 19 th , 2006	Community	Chief Wright gave a presentation to	Police

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	2006	Policing	the Ilwaco High School staff on meth. Staff from the Sheriff's Office as well as a school counselor assisted in the presentation. The presentation is designed to give the public a better understanding of the meth problem and how they can help. Chief Wright was trained on this presentation on May 4 th .	
60	May 23 rd – 25 th , 2006	Training	Chief Wright attended the "Pacific Peril Exercise" in Warrenton, Oregon. The exercise dealt with dealing with the aftermath of a Tsunami.	Police
61	May 30 th , 2006	Meeting	Chief Wright attended a meeting of the administrative board for the Pacific County Narcotics Task Force. The purpose of the meeting was to give an overview of the past years activity.	Police
62	May 30 th , 2006	Community Policing	The kindergarten class from the Long Beach School came over to the office and was given a tour.	Police
63	August 2005	PUD Fiber Optic Vault	The staff met with Councilmember Cook on locations and is finalizing the staff position. Once complete we will meet with the PUD.	Streets
64	March 2006	Pressure washing	Pressure washing brick parks.	Streets
65	February 2006	Signage	Removed the 10 th St. signs off of Sid Snyder Dr.	Streets
66	February 2006	Flagpole	Installed a new cable and pulley on the flagpole at the police station.	Streets
67	February 2006	Paving	Removed a tree off of 2 nd St. So. in order to complete the upcoming paving project.	Streets
68	March 2006	Paving	Cold-patching potholes throughout town.	Streets
69	April 27, 2006	Paving	Started removing the old asphalt for paving 2 nd St.	Streets
70	April 24, 2006	Painting curbs	Painting curbs throughout town	Streets
71	April 20, 2006	Repairs	Wilkens Construction came back and repaved the bad area on 3 rd St No. And repaired the ditch cut across	Streets

Item	Date of Change in Status	Item	Comments	Department
			Pioneer Rd.	
72	April 15, 2006	Repairs	Staff repaired a sink hole on 6 th St No caused by a failing stormpipe.	Streets
73	April 3, 2006	Banners	Put up the American flags on the banner arms in town.	Streets
74	May 2006	Banners	Put up the banners on Ocean Beach Blvd and both beach approaches	Streets
75	May 2006	Safety	Cleared brush out of right of way at 24 th North and Pacific Avenue	Streets
76	May 2006	Drainage	Installed catch basins and pipes on 2 nd Street S.E.	
77	June 2006	New service installations	The crew has installed (13) new services since the start of the year, with (5) more pending.	Water
78	May 2006	Training	Don Zuern & Jake Binion attended a 3 day school on water / wastewater disinfection.	Water
79	May 2006	Training	Rick Russum & Paul Luehe attended a 2 day School on trenching safety.	Water
80	June 7, 2006	CCC workshop	Mary Howel will be here to answer any questions the Council or Mayor may have about Our cross control program. The workshop will Begin at 6:00pm at city hall.	Water
81	June 2006	Dolman Repairs	Staff has finished painting and repairing the pump structure at the res.	Water
82	May 2006	Locates	Staff did 14 new locates during the month.	Water
83	May 2006	Utility Crew Position	Tim huff was hired as the new utility position, He has 10 yrs experience. He will start June 5 th .	Water
84	May 2006	Mechanic Position	Applications have been taken for position, interviews will take place over the next few weeks.	Water
85	May 2006	Performance Based Training	Rick Gray and Don Zuern will be attending the Final session of the program in Longview on May 31 st .	Water

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86	May 2006	Sanitary Survey	The D.O.H. conducted a complete sanitary survey of the res. / plant / and distribution system on May 10 th .	Water
87	May 2006	Lift station	Staff repaired pump problem at the Breakers lift Station.	Wastewater
88	May 2006	Lift station pumps	Staff sent in 2 lift station pumps for repairs.	Wastewater